

OPH-PHIN-FILE TRANSFER SERVER: SFTP CLIENT INSTRUCTIONS

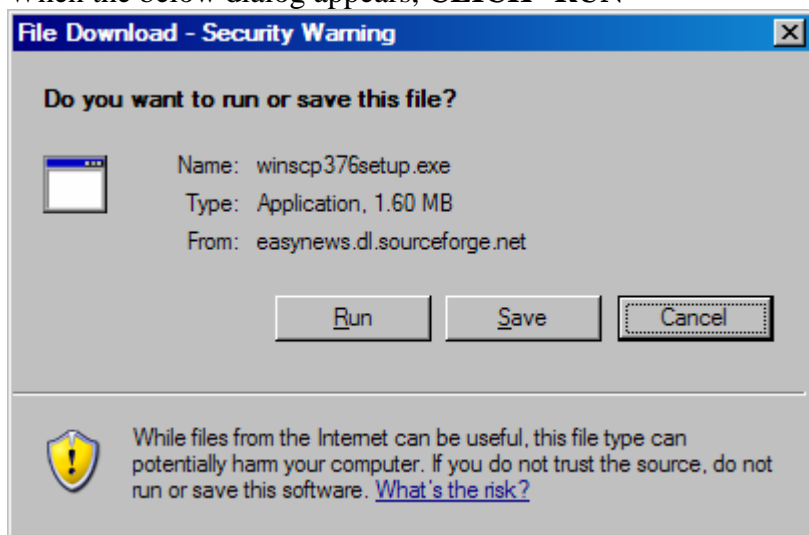
This documentation is used for authorized users to connect to Louisiana Office of Public Health's PHIN SFTP server.

As of the date of this documentation we are only supporting the SFTP client: WINSCP 3.7.6. It can be downloaded from various sites; the following client software is only a recommendation from OPH-MIS department. You may use any FTP client that supports SSH2 at your option.

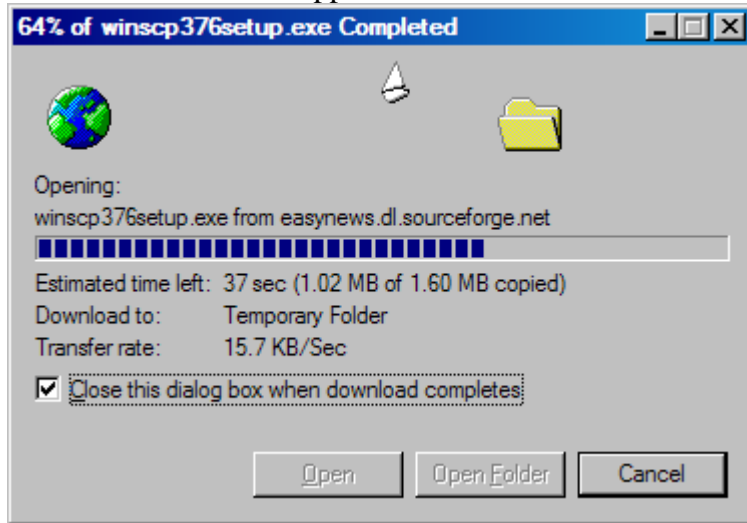
STEP 1: DOWNLOADING and INSTALLING SFTP SOFTWARE

You can obtain the i386, 32-bit Windows, 3.7.6 version at the following URL:
<http://easynews.dl.sourceforge.net/sourceforge/winscp/winscp376setup.exe>

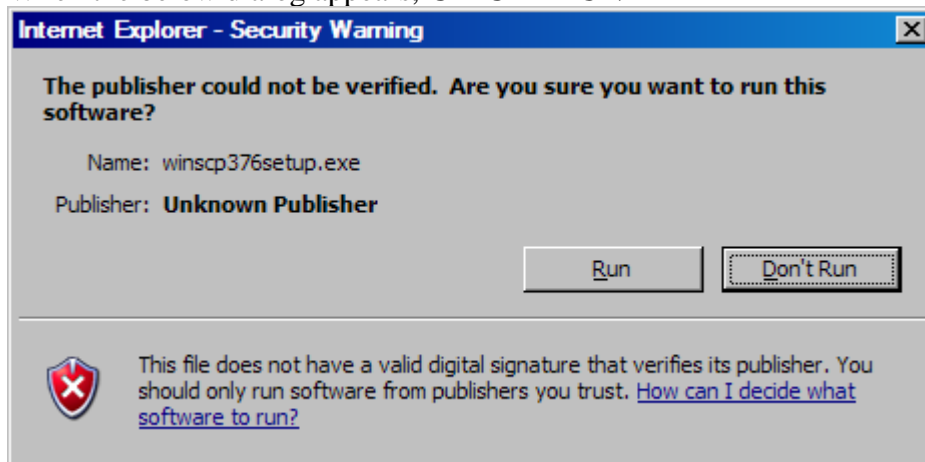
When the below dialog appears, **CLICK "RUN"**



The below screen will appear



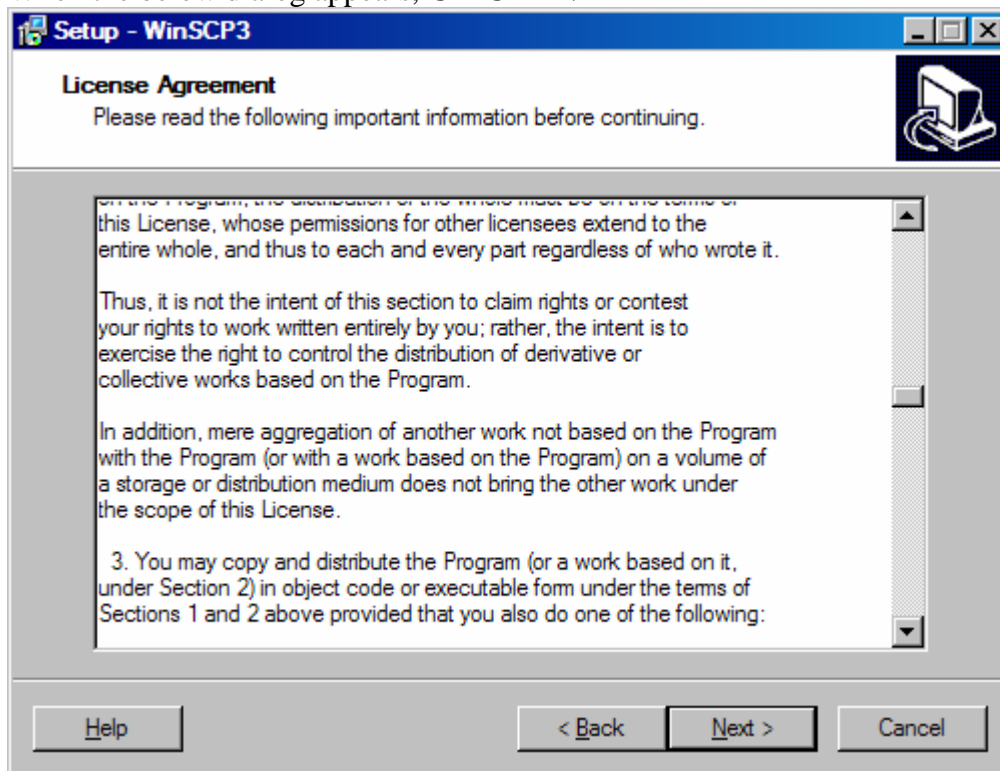
When the below dialog appears, **CLICK “RUN”**



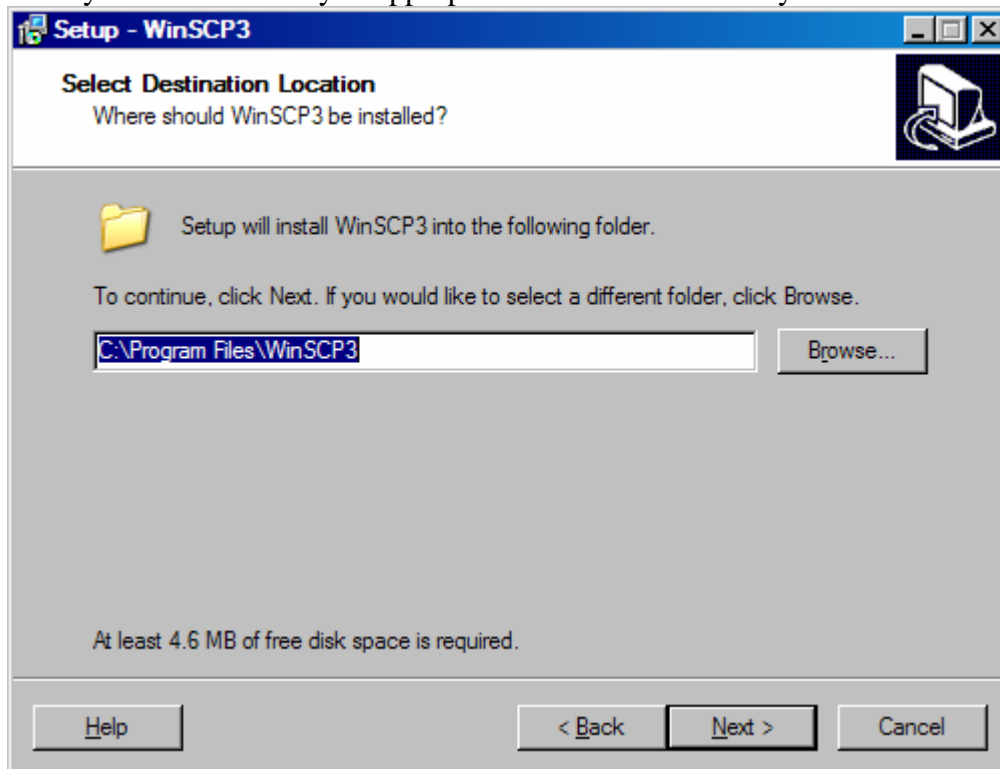
When the below dialog appears, **CLICK “NEXT”**



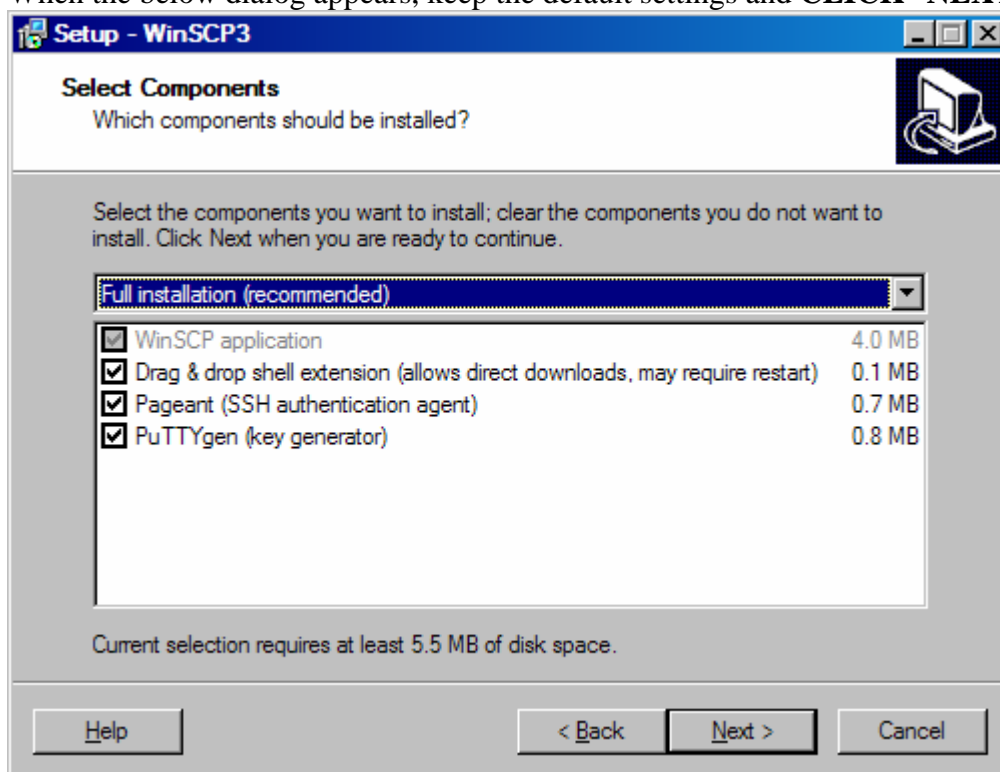
When the below dialog appears, **CLICK “NEXT”**



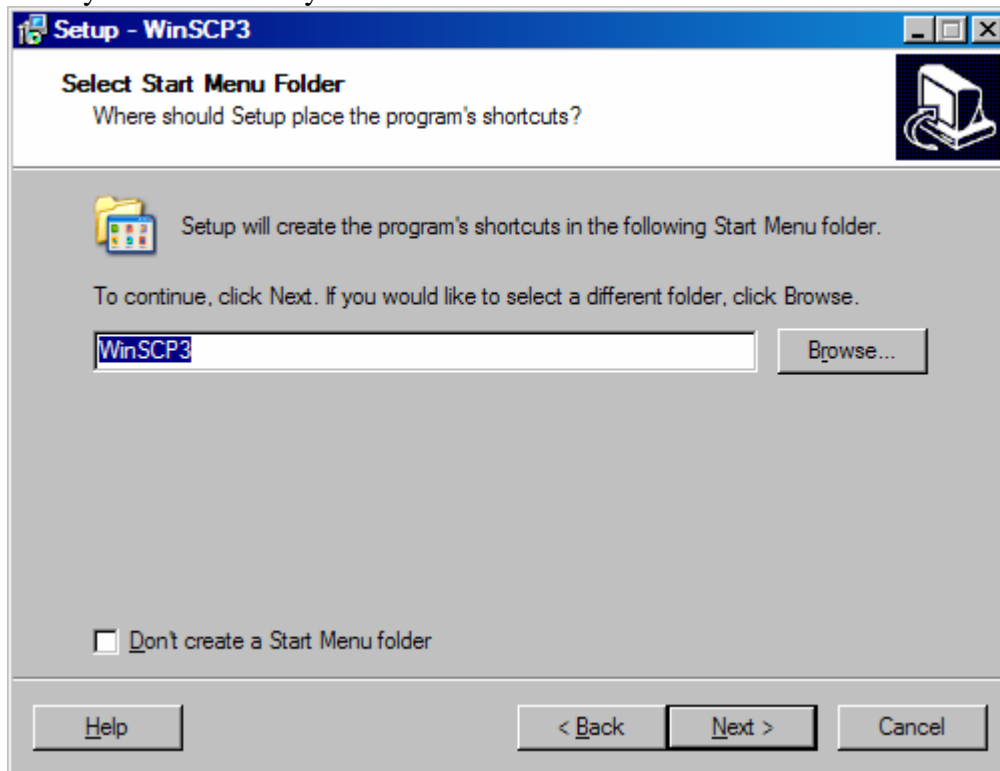
Next you will ***choose your installation location***. (Default is C:\Program Files\WinSCP3)
Once you have selected your appropriate installation directory **CLICK “Next >”**



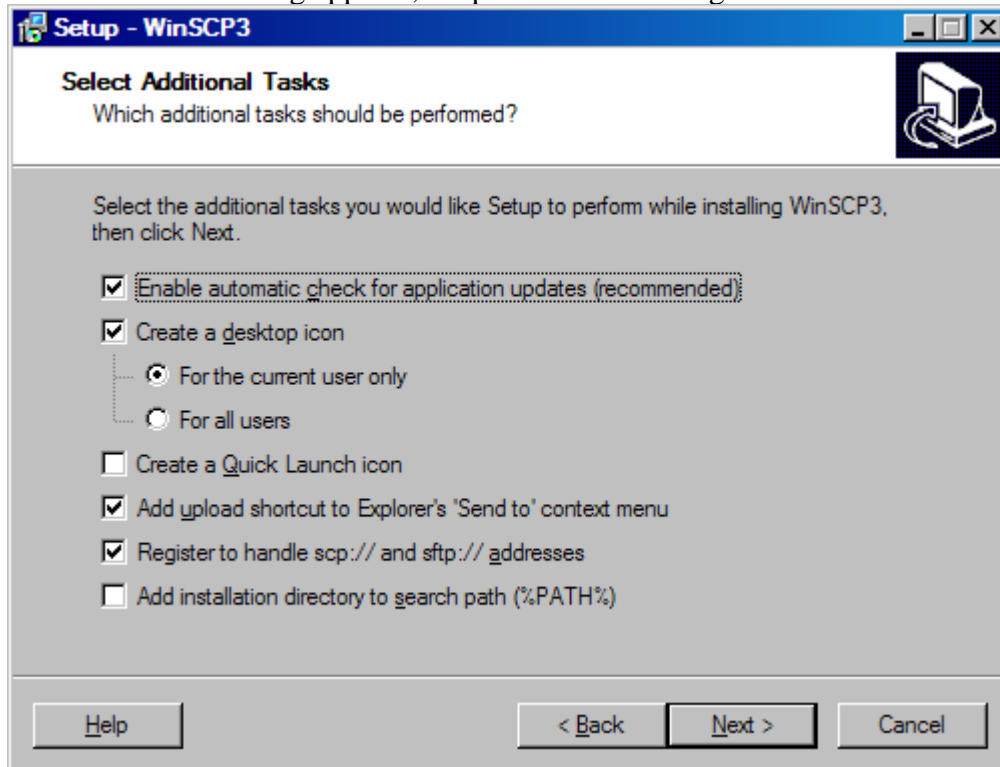
When the below dialog appears, keep the default settings and **CLICK “NEXT”**



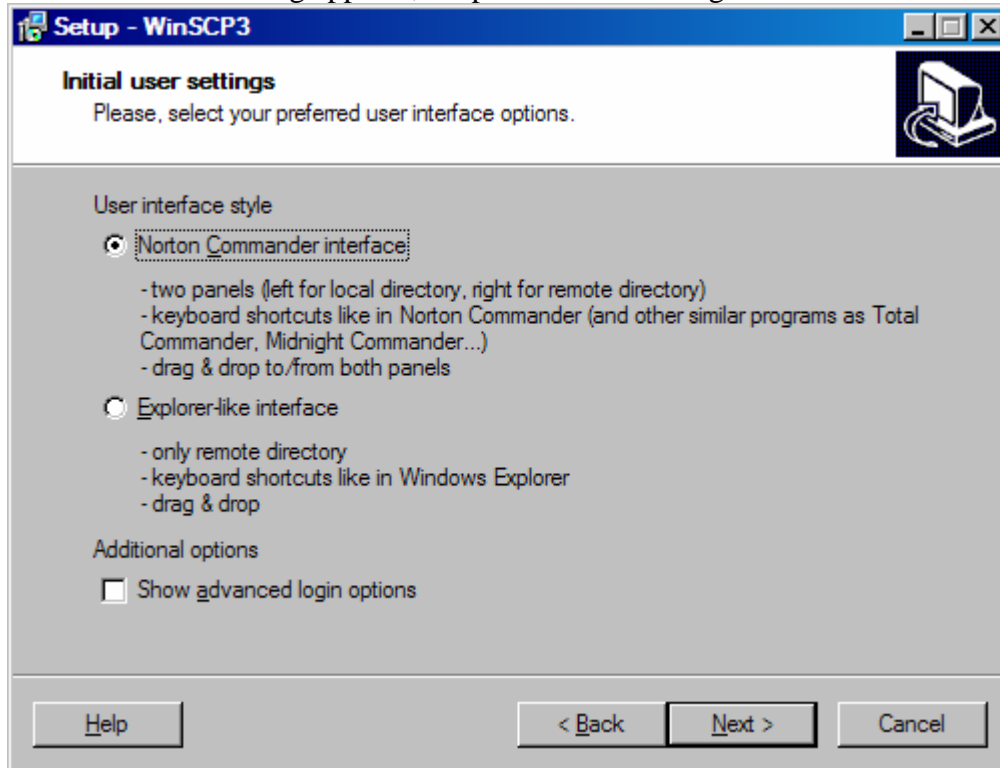
Then you will **choose your Start Menu Folder** (Default is WinSCP3—*desired*)
Once you have chosen your desired Folder **CLICK “Next >”**



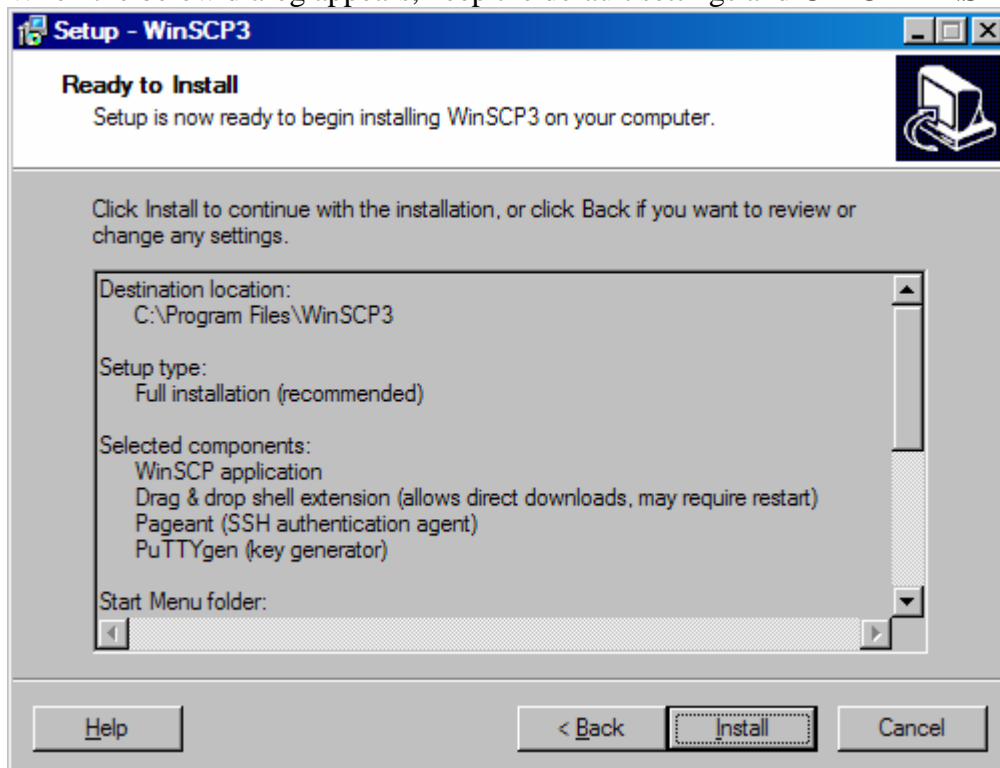
When the below dialog appears, keep the default settings and **CLICK “NEXT”**



When the below dialog appears, keep the default settings and **CLICK “NEXT”**



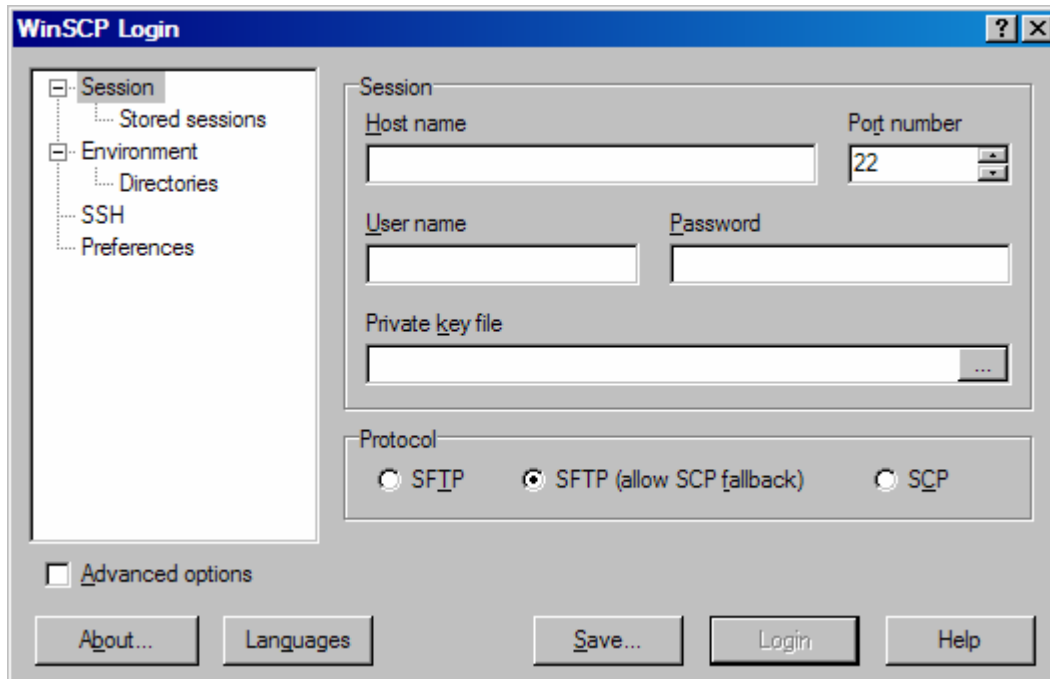
When the below dialog appears, keep the default settings and **CLICK “INSTALL”**



When the below dialog appears, keep the default settings and **CLICK “FINISH”**



STEP 2: CONFIGURATION



The WinSCP Login dialog box features a sidebar on the left with a tree view containing 'Session' (selected), 'Stored sessions', 'Environment', 'Directories', 'SSH', and 'Preferences'. The main area is titled 'Session' and contains the following fields: 'Host name' (text box), 'Port number' (spin box set to 22), 'User name' (text box), 'Password' (text box), and 'Private key file' (text box with a browse button). Below these is a 'Protocol' section with three radio buttons: 'SFTP', 'SFTP (allow SCP fallback)' (selected), and 'SCP'. At the bottom left is an unchecked checkbox for 'Advanced options'. At the bottom are five buttons: 'About...', 'Languages', 'Save...', 'Login', and 'Help'.

On the above screen, enter:

HOST NAME: 204.58.123.221

USER NAME: <your username assigned by OPH>

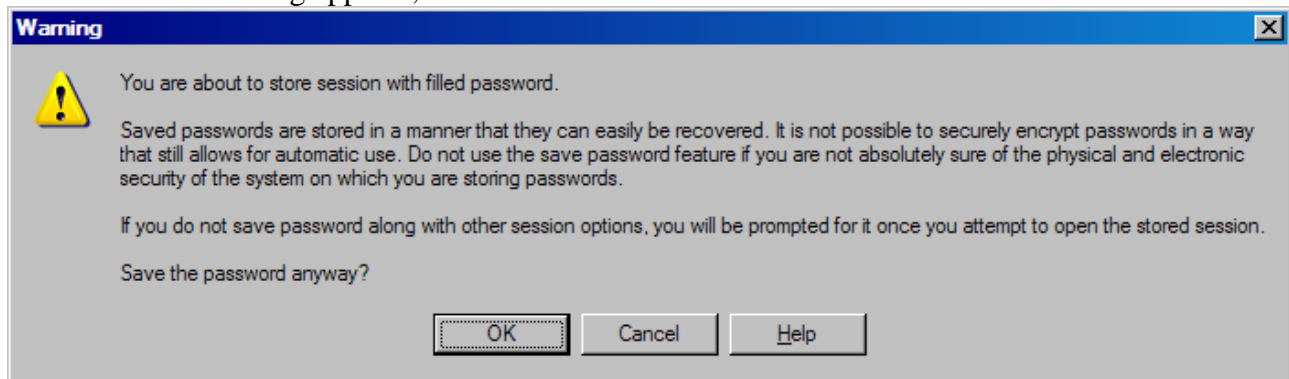
PASSWORD: <your password assigned by OPH>

PRIVATE KEY FILE: Leave BLANK

PROTOCOL: LEAVE DEFAULT (SFTP (allow SCP fallback))

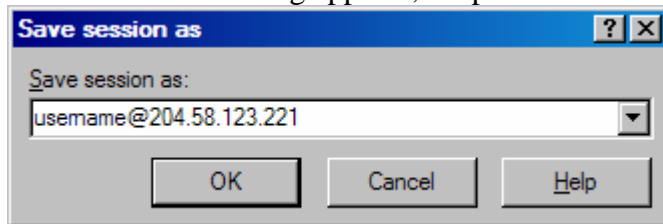
CLICK “SAVE”

When the below dialog appears, **CLICK “OK”**



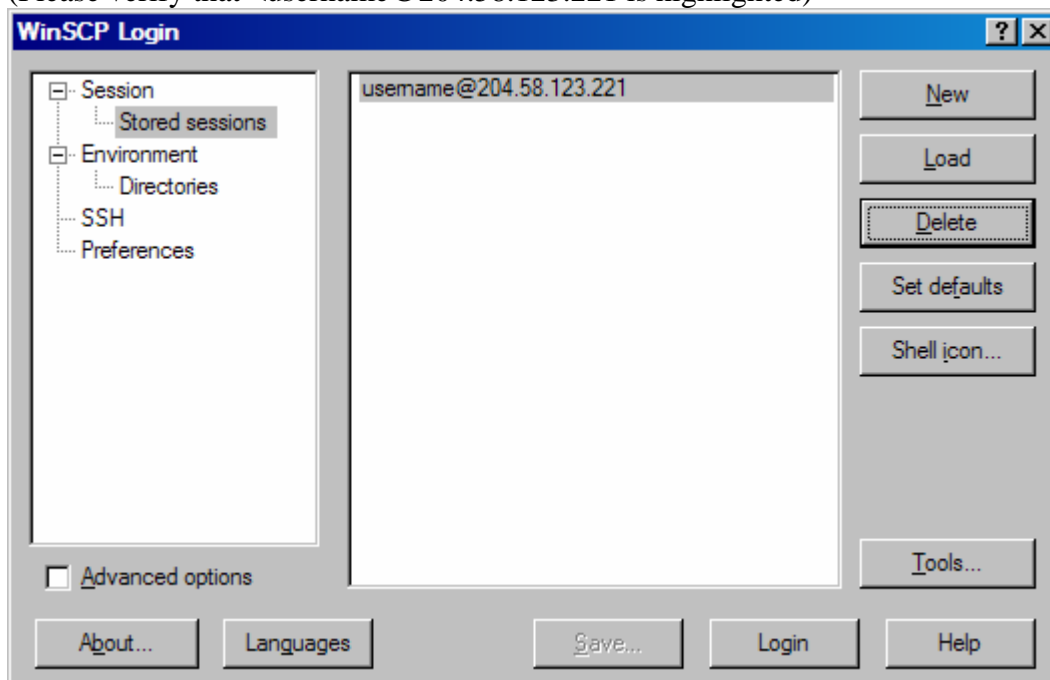
The Warning dialog box has a yellow warning icon and the following text: 'You are about to store session with filled password. Saved passwords are stored in a manner that they can easily be recovered. It is not possible to securely encrypt passwords in a way that still allows for automatic use. Do not use the save password feature if you are not absolutely sure of the physical and electronic security of the system on which you are storing passwords. If you do not save password along with other session options, you will be prompted for it once you attempt to open the stored session. Save the password anyway?'. At the bottom are three buttons: 'OK' (highlighted with a dashed border), 'Cancel', and 'Help'.

When the below dialog appears, keep the default settings and **CLICK “OK”**

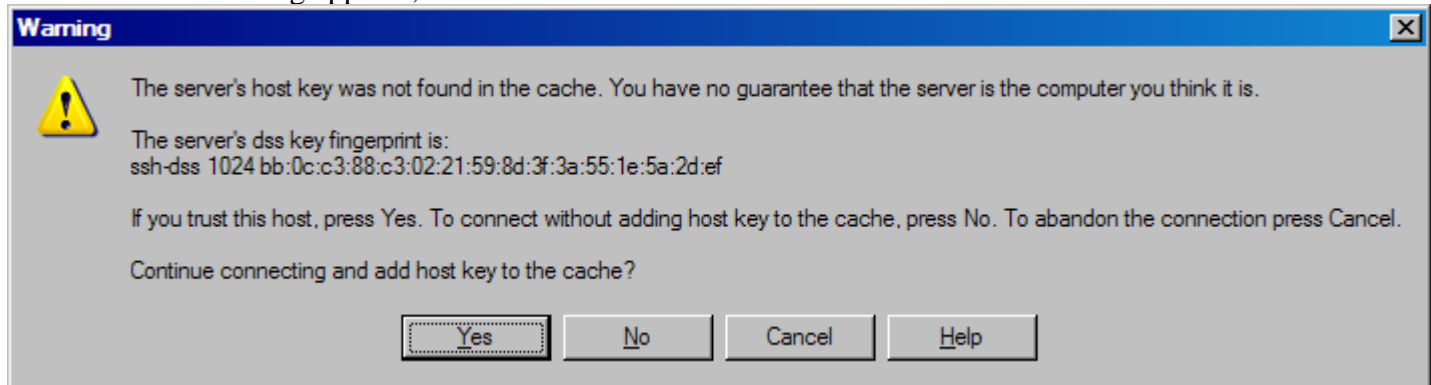


STEP 3: UPLOADING DATA

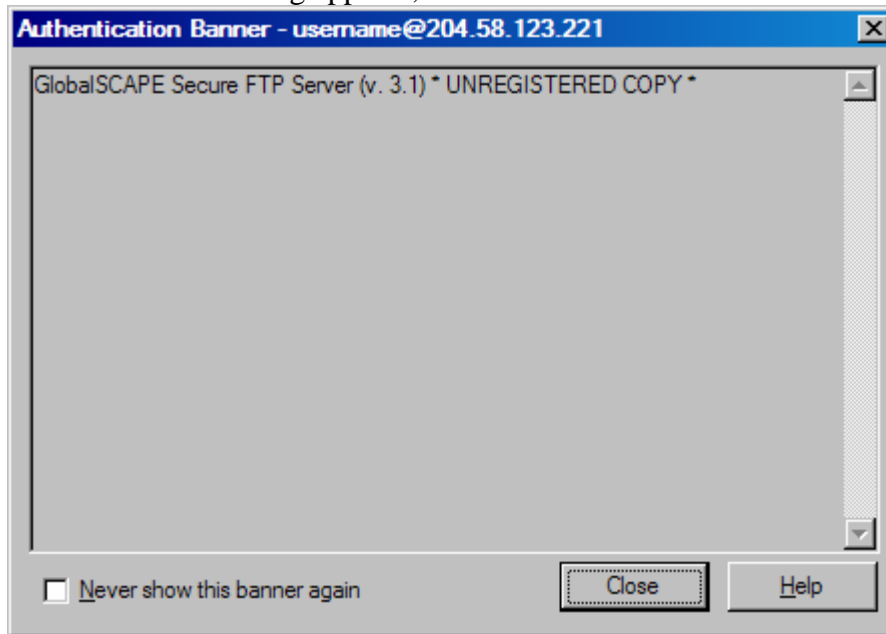
When the below dialog appears, keep the default settings and **CLICK “LOGIN”**
(Please verify that <username@204.58.123.221 is highlighted)



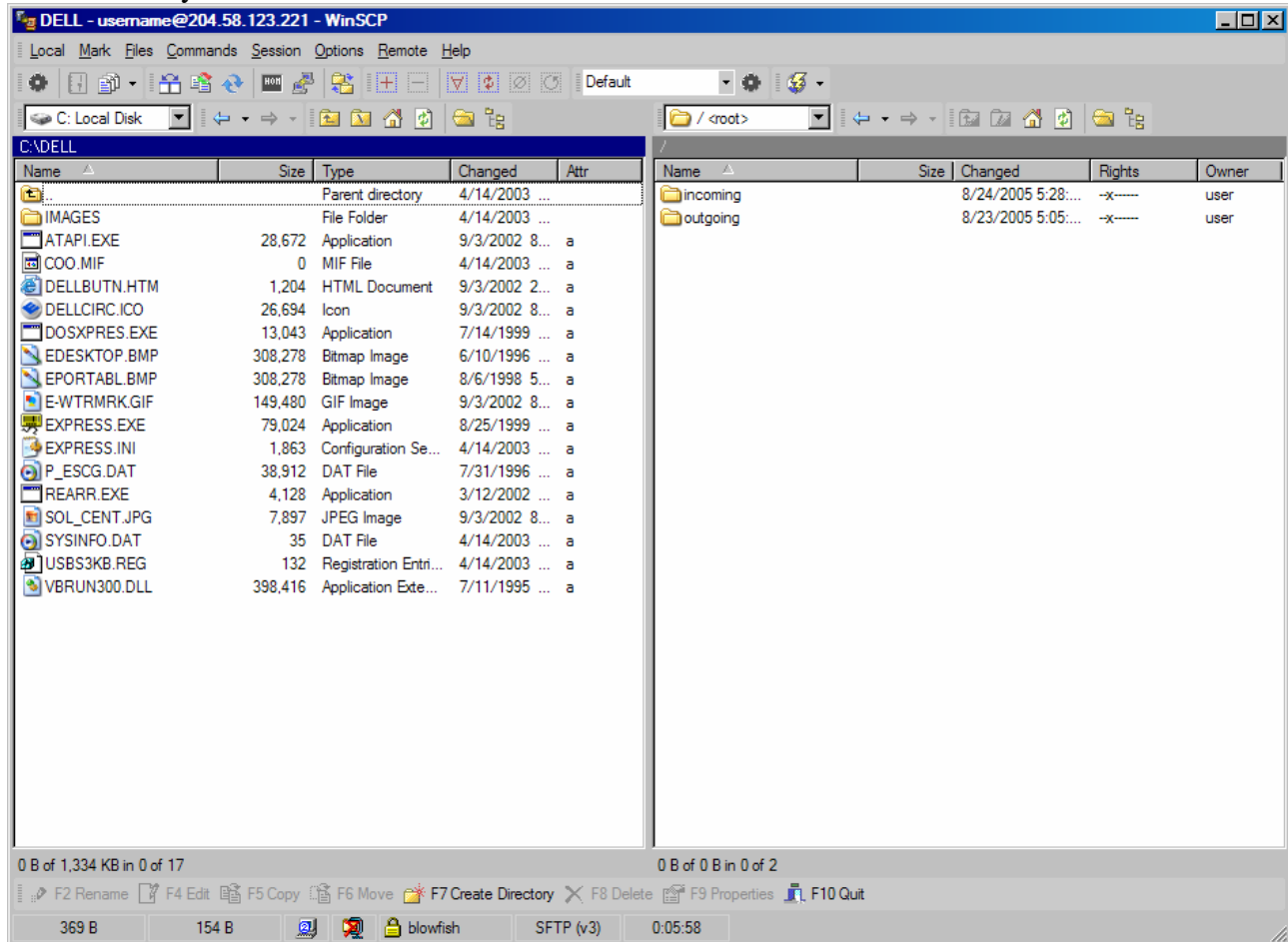
When the below dialog appears, **CLICK “YES”**



When the below dialog appears, **CLICK “CLOSE”**



The below is your WINSCP Interface

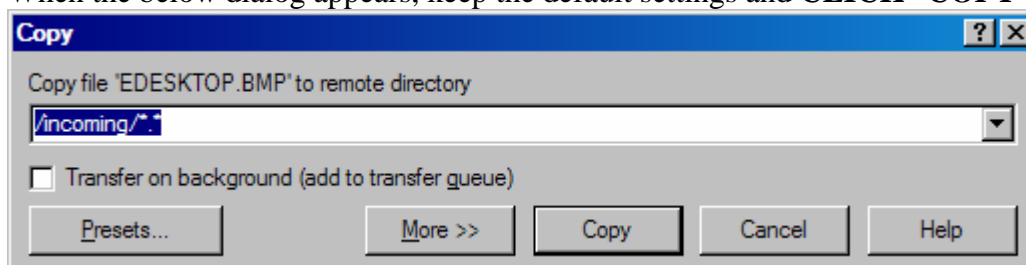


DOUBLE CLICK the **incoming** folder on the right side of the WINSCP Interface

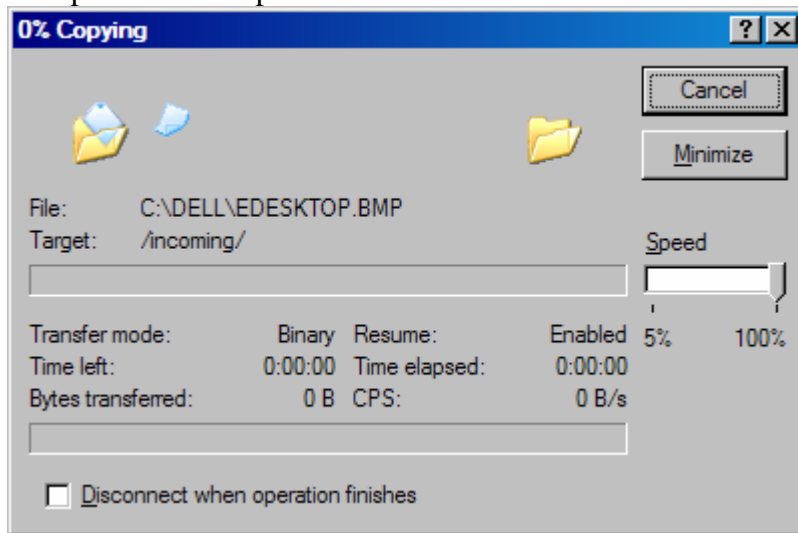
Browse the left side of the WINSCP Interface for the file that needs to be uploaded

Drag the desired file from the left side of the WINSCP Interface to the right side of the WINSCP Interface

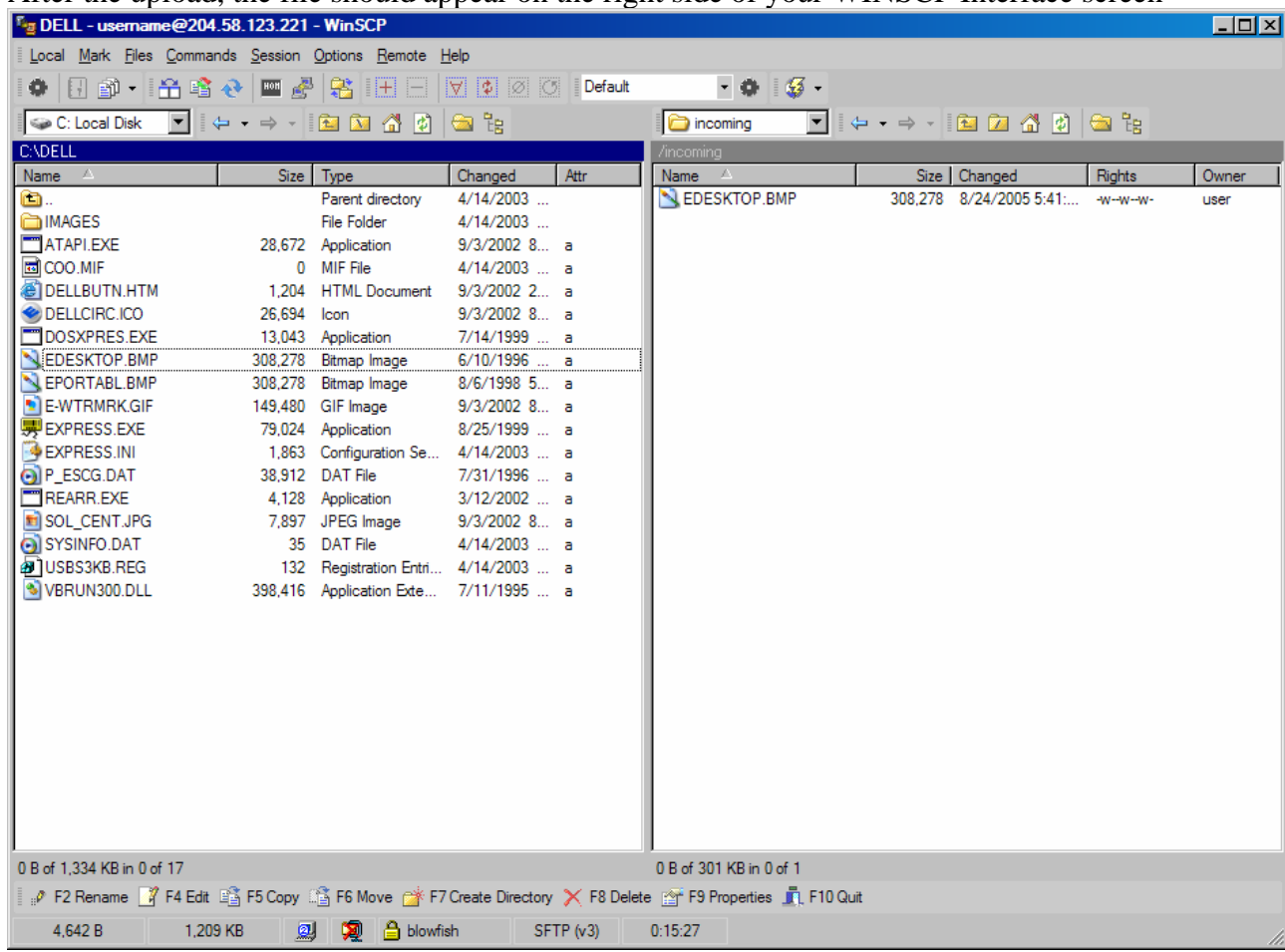
When the below dialog appears, keep the default settings and **CLICK “COPY”**



The below status screen will appear while the file is uploading and will close automatically when the upload has completed.



After the upload, the file should appear on the right side of your WINSCP Interface screen



To exit the application, **CLICK “X”**